



521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

POLICY

PROCEDURE CHANGES

8031

OBJECTIVE: BCHC pharmacy will keep a pharmacy situational procedure manual in the pharmacy. The manual will be added to or changed as new situations and procedures are identified.

To standardize certain procedures so that they will be handled correctly and all employees will have a reference for pharmacy operations.

POLICY:

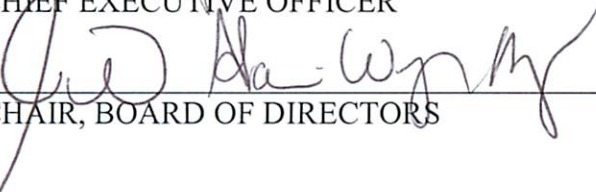
As procedures are identified they will be written up and presented to the staff at a regular unit meeting. Staff will indicate they have read and understand the procedure by signing and dating on the signature page at end of each procedure.

The pharmacy managers will be responsible for carrying out this policy. Copies of the procedure manual will be kept in the BHC shared drive under pharmacy and situational procedures.



CHIEF EXECUTIVE OFFICER

Date: 11.25-14



CHAIR, BOARD OF DIRECTORS

Date: Nov 25, 2014

Date first adopted	09/24/2014
Date revised/QI	09/24/2014
New date adopted/Board	10/13/2014
Next review date	10/13/2015